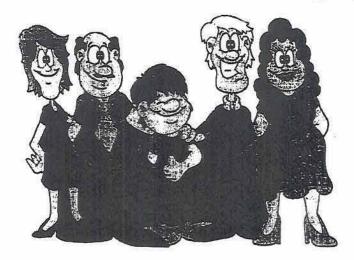
# DEPENDENCY



INFORMATION

# **DEPENDENCY INFORMATION**

- 1. Issuance of a DD Form 1173, Uniformed Services Identification and Privilege Card, for your eligible family members may require a dependency determination. This packet contains information on the proper forms for Soldiers, DoD Civilian employees, and eligible DoD contractors to file for different family members. It is intended to help explain information found in AR 600-8-14 and AE Regulation 600-700.
- Soldiers requests for dependency determinations are sent to:
   Defense Finance Accounting Office Service-Indianapolis Center (DFAS-IN)
   Director of Military Personnel, Special Assistance Division, Dependency/Garnishment 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-0855

The DFAS website at www.dod.mil/dfas contains additional information.

- 3. DoD civilian employee and DoD contractor requests for dependency determinations are sent to their sponsoring agencies.
- 4. Relatives who qualify as members of your household may be eligible to receive limited logistic support while in Germany as provided in AE Regulation 600-700, Chapter 8. This packet also contains information on that process.
- 5. The proponent for these programs is 1<sup>st</sup> PERSCOM. The ID card section at the One Stop Processing Center in the Heidelberg Shopping Center, DSN 370-7535 or commercial 06221-57-7535, can provide detailed advice and assistance.

EVERY SITUATION IS DIFFERENT SO DO NOT HESITATE TO SEEK ADVICE OR ASSISTANCE

#### **DEPENDENCY STATEMENT - PARENT**

CONTROL NUMBER OMB No. 0730-0014 OMB approval expires

The public reporting burden for this collection of information is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching existing data sources, of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0730-0014). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO YOUR LOCAL SERVING PERSONNEL/PAYROLL OFFICE.

#### PRIVACY ACT STATEMENT

AUTHORITY: Executive Order 9397, November 1943; 37 U.S.C. Chapter 7; 10 U.S.C. Chapter 55; and Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 7A, Military Pay Policy and Procedures - Active Duty

PRINCIPAL PURPOSE(S): The information provided on this form will be used to determine the relationship and dependency of an individual on the military member, for entitlement of authorized benefits.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act, as amended. It may also be disclosed outside of the Department of Defense to the Internal Revenue Service (IRS) for tax purposes, and the Department of Veterans Affairs (DOVA) regarding DOVA compensation. Other Federal, State, or local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses as ppublished in the Federal Register.

DISCLOSURE: Voluntary; however, failure to provide this information will result in a suspension of the dependent entitlement until the military member provides the required certification.

#### INSTRUCTIONS

The member must complete Items 1 and 2, and sign and date the form. Parent or parent(s) representative (if parent is unable to complete the form due to health or physical disability) must complete Items 3 through 12, sign and date the form, and have the form notarized. If a representative completes the form for the parent(s), include in the Remarks section the name of the individual, the relationship, and the reason the form was not completed by parent(s). If the member is deceased, information furnished must reflect the 12 months prior to member's death.

NOTES: Answer all questions. If any question does not apply, write "NOT APPLICABLE" or "N/A" in that block. Use the Remarks section when required. Incomplete answers will delay final action on the application. Verification of all income is required. Proof of member's contribution is required when applying for Basic Allowance for Housing (BAH). Parent must be more than 50% de

1. ENTITLEMENTS RE	DUESTED (X and complete as	applicable		- Indoes	o more trial	1 50% dependent upon member.
a. TYPE	b. FIRST APPLICA  CARD YES (If No.,  E NO (YYYY)  TION		plication)		AST APPLICA APPROVED DISAPPROVE	
a. Territic (Last, First, Mid	lle Initial)			b. SS	SN	c. RANK
d. STATUS (X and comp.  ACTIVE DUTY  RETIRED  e. COMPLETE RESIDENCE	NATIONAL GUARD AR	MY RINE CORPS Number, City, State	NAVY AIR FORG	DECE. OTHE	ASED (Date of R (Specify)	of death) (YYYYMMDD)
f. COMPLETE MILITARY A	DDRESS (Include assignment: s	quadron and base)		-		
g. TELEPHONE NUMBERS	(Include DSN or Area Code)	T				
(1) WORK	(2) HOME	h. E-MAIL ADD	RESS		i. MARITA	AL STATUS (X one)  SLE SEPARATED WIDOWED
3. PARENT(S) INFORM	ATION				MAR	RIED DIVORCED
a. (1) NAME (Last, First, A			b. (1) N	AME (Last, First,	, Middle Initia	al)
(2) SSN	(3) DATE OF BIRTH	(YYYYMMDD)	(2) SSN			(3) DATE OF BIRTH (YYYYMMDD)
(4) RELATIONSHIP			(4) REL	ATIONSHIP		
DD FORM 137-3, C	CT 2004	PREVIOUS EDI	TIONUS OF	001575		

3. PARENT(S) INFORMAT	ON (Continued)	7 7			
a. (5) COMPLETE ADDRESS	(Street, Apartment Nu	imber, City, State, ZIP Cod	e) b. (5) COMPLI	ETE ADDRESS (Street, Apartme	nt Number, City, State, ZIP Code,
				572	out, only, oute, in odde,
			B		
(6) TELEPHONE NUMBER (Incl.	ude Area Code)		(6) TELEPHON	E NUMBER (Include Area Code)	
			ANT HELEWANDS	E MONIBER (Miciade Area Code)	
(7) PRESENT OCCUPATION OF	R BUSINESS		(7) PRESENT C	OCCUPATION OR BUSINESS	
(8) NAME AND ADDRESS OF	EMDI OVER //f unome	Park Soft Processing Control of C			
unemployment began, and	date employment is e	oyed, state reason, date expected to resume.)	(8) NAME AND	ADDRESS OF EMPLOYER (If un	nemployed, state reason, date
	5 %		unemploym	nent began, and date employmen	t is expected to resume.)
- BEADITAL OTATIO					
c. MARITAL STATUS (X one,			d. IF SPOUSE	IS DECEASED OR LEGALLY SER	ARATED FROM PARENT, GIVE
SINGLE	DIVORCED		DATE OF D	DEATH, DIVORCE, OR SEPARATI	ON (YYYYMMDD)
WIDOWED	SEPARATION				
e. IF PARENT AND SPOUSE L			ARENT, GIVE REA	SON-	
			d Sellient	SOI4.	
f. CHILDREN (List all parent's	living children regard	// of of			
if more space is needed.)	IIVIII CIIIGIEII IEGAIGI	less of age. Show the aver	rage monthly conti	ribution to parent from each chil	d. Continue in Remarks section
	NAME	15	) SSN		The same of the sa
(Last, First,	Middle Initial)		nembers Only)	(3) BRANCH OF SERVICE (If on Active Duty)	(4) MONTHLY CONTRIBUTION
			10 Polymore Security III	2007/	TO PARENT
5					
				- 9.20	
			20-20	No or the second	
g. DOES ANY OTHER CHILD O	I AIM PARENT FOR B	TOANEL ALLOWANCE			
YES	Manual Parents I OIL D	AH, IKAVEL ALLUWANCE	, OR USIP CARD?	(If Yes, give child's name, SSN	, and branch of service.)
NO					
4. PARENT'S RESIDENCE					
a. TYPE OF RESIDENCE (X an		ble)			
HOME OR APARTMENT O			HOME OR APA	RTMENT OF FRIEND OR RELATIV	VE (State relationship)
(Date began residing with		1			III.74/8
after the rest of the answer to the arrene	momocif	-	HOSPITAL OR II		
b. OWNER OF RESIDENCE			OTHER (Explain,	)	
(1) NAME (Last, First, Middle In	itial)	(2) ADDRESS (Street, Ap	artment Number, (	Citv. State. ZIP Code)	
			erdanska folia i sledanovanska protovaten u 1964 i sled <b>e</b> en et	,, -1110, 2, 0000,	
- IC DECIDENCE		SERVICE SERVIC			
c. IS RESIDENCE SUBSIDIZED HOUSING?	d. DATE PARENT S	ESS (YYYYMMDD)	IS CURRENT ADD	RESS PARENT'S PERMANENT A	DDRESS?
YES		Edd (1717 NINIVIDD)	YES (If No, explain	ain where else parent lives and r	number of months there each
NO			year.) NO		
DD FORES	AND DESCRIPTION OF THE PARTY OF		NO		

a. NAME (Last, First, Middle	Initial! b. REL	ATIONSHIP		d. MAR	RIED (X)	e.	EMPLOYE	D	f. MONTHLY
2. Walke Teast, First, Middle	ТО	PARENT C.	AGE	YES NO			PER WEEK	NO (X)	CONTRIBUTION TO PARENT
									**************************************
6. HOUSEHOLD EXPENSES List the household expense; list the member, use Fair Rental actual mortgage, rent, or FRV the Remarks section. However FAIR RENTAL VALUE (FROTAL Can reasonably expect to receive the second section of the second	Value (FRV) for dwell / if dwelling is mortga /er, if parent resides in V): FRV is a single of	ing. If parent does nage-free. If FRV is used and owns home me	ot res	side in m give a bri ge free, e	ember's ef explarenter "No	househo nation of one" in m	per's hous ld or in a d how Fair I ortgage/re	ehold or in dwelling ow Rental Valu ent/FRV blo	a dwelling owned by ned by member, list e was obtained using ck.
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RENT FRV  MORTGAGE (Specify amount of tax and insurance if applicable)  TAX  INSURANCE			Ŀ	FURNITUE APPLIANC	ES		EXI	PENSE	PAST 12 MONTHS
b. FOOD				TUED #					
c. UTILITIES (Heat, power, water, and telephone)				OTHER (Ite	emize in K	emarks			
<ol> <li>PARENT'S PERSONAL EX List personal expenses for household. Do not list person expenses regardless of who is</li> </ol>	parent, parent's spo	use, and their unmar nember, his or her in	ried n nmedi	ninor chi ate famil	ldren wh	o are not other pe	fully emp erson. Lis	loyed and the	who live in the same parent's personal
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a. CLOTHING b. LAUNDRY AND DRY			1	PRIVATE A If auto is parent's n	registered	MENTS			
CLEANING  c. MEDICAL (Do not include expenses paid by insurance,			h. N	MONTHLY ION PAY	TRANSP MENTS () surance, i	nclude epairs,		4	
d. VALUE OF USIP CARD (Verification of amount is required)			_	CHOOL E	The state of the s	DESCRIPTION OF THE PARTY OF THE			
PERSONAL INSURANCE (Specify)			j. 0	THER EXF	PENSES (//	'emize)			
f. PERSONAL TAXES (Specify)									

d. IS PARENT LIQUIDATING ASSETS? (For example, is parent withdrawing money from savings, or selling stocks and bonds?)  YES. IF YES, HOW MUCH OF PARENT'S CAPITAL IS USED MONTHLY?  9. PARENT'S INCOME All gross income received by parent and parent's spouse, whether taxable or nontaxable, and whether received monthly, quarterly, or parents and children separately. If any income received directived includes funds for children, be sure to show the amount received for them. List income for parents and children separately. If any income received during the past 12 months was a lump-sum (non-time) payment, be sure to state this comparents and children separately. If any income received during the past 12 months was a lump-sum (non-time) payment, be sure to state this formation documents are required.  9. VERCE MONTHLY INCOME FOR PAST 12 MONTHLY MONTH		a. DESCRIPTION	AY				
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D. HAS PARENT OR SPOUSE APPLIED FOR ANY TYPE OF PENSION, SOCIAL SECURITY, VA, DISABILITY, UNEMPLOYMENT, OR RETIREMENT PAYMENTS NOT YET RECEIVED? (If Yes, explain.)	PROPERTY, BUSINESS AND FARMING (Specify type and explain in Remarks section)  e. FOREIGN PENSION PAYMENTS (Specify type and if received based on previous employment, parent's need, age, military service, etc., in Remarks section)  f. CONTRIBUTIONS FROM PERSONS OTHER THAN MEMBER g. TAX REFUNDS (Specify)			I. VETERANS ADMINISTRATION PAYMENTS (Specify type)  m. STATE OR LOCAL WELFARE AID, INCLUDING AID TO DEPENDENT CHILDREN (Include agency and address in Remarks section)  n. PAYMENT OR ALIMONY FROM SEPARATED OR	Parent Children Parent Children		

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Please read Privacy Act Statement and Agency Disclosure Notice prior to completing this form.

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The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0020). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

## PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE UNIFORMED SERVICE ID CARD ISSUING FACILITY.

### SECTION VII - PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. sections 1061 - 1065, 1072 - 1074, 1074a - 1074c, 1076, 1076a, 1077, 1095(k)(2), E.O. 9397.

PRINCIPAL PURPOSE(S): To apply for the Uniformed Services Identification Card and/or DEERS Enrollment.

ROUTINE USE(S): To appropriate business entities, individual providers of care, and others, on matters relating to claims adjudication, program abuse, utilization review, professional quality assurance, medical peer review, program integrity, third party liability, coordination of benefits, and civil and criminal litigation.

To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program.

Applicant information is subject to computer matching within the Department of Defense or with other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual eligible under a Federal program is not improperly receiving duplicate benefits from another program. A beneficiary or former beneficiary who has applied for privileges of a Federal Benefit Program and has received concurrent assistance under another plan will be subject to adjustment or recovery of any improper payments made or delinquent debts owed.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a Uniformed Services Identification Card and/or non-enrollment in the Defense Enrollment Eligibility Reporting System. Failure to provide a beneficiary's Social Security Number renders that beneficiary ineligible for health care services in Military Treatment Facilities. However, emergency health care services will be provided to the extent furnished members of the general public.

### SECTION VIII - CONDITIONS APPLICABLE TO SPONSOR OR APPLICANT

I understand that the actions of the recipient(s) of the "Uniformed Services Identification Card" issued as a result of this application are my responsibility insofar as proper use of the card for benefits and privileges authorized; i.e., medical and dental care, exchange, commissary, and morale, welfare, and recreation programs. I will cause the recipient to surrender the card immediately upon call to do so or when appropriate under applicable regulations, and will notify an agency designated to grant authorization for privileges and facilities in event of any change in status affecting a recipient's eligibility therefor.

I am aware that medical care furnished in uniformed services facilities is subject to availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his/her designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive.

Reimbursement shall be required for any unauthorized medical and dental care furnished at government expense. Copies of regulations concerning eligibility requirements are available in the Service Personnel Offices.

By signing this document, the sponsor or applicant certifies that he/she is aware that eligibility for benefits under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) terminates for all beneficiaries, except spouses and children of active duty members, and certain disabled beneficiaries under 65, when the beneficiary becomes eligible for Medicare Part A, Hospital Insurance, through the Social Security Administration.

PENALTY FOR PRESENTING FALSE CLAIMS OR MAKING FALSE STATEMENTS IN CONNECTION WITH CLAIMS: FINE OF UP TO \$10,000 OR IMPRISONMENT FOR UP TO FIVE YEARS OR BOTH.

(ACT June 25, 1948, 18 U.S. Code 287, 1001)

Please read Agency Disclosure Notice, Privacy Act Statement, and Instructions prior to completing this form. MARK HERE FOR CIVILIAN APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD OR CONTRACTOR OMB No. 0704-0415 OMB approval expires Apr 30, 2007 PRE-ELIGIBILITY DEERS ENROLLMENT 1. NAME (Last, First, Middle) 2. SEX 3. SSN 4. STATUS 5. ORGANIZATION 6. PAY GRADE 7. GEN. CAT 8. CITIZENSHIP 9. DATE OF BIRTH 10. PLACE OF BIRTH 11. LAST UPDATE 12. V/I 13. CURRENT RESIDENCE ADDRESS 14. SUPPLEMENTAL ADDRESS INFORMATION 15. CITY 16. STATE 17. ZIP CODE 18. COUNTRY 19. OFFICE E-MAIL ADDRESS SECTION 1 EMPLOYEE INFORMATION 20. CITY OF DUTY LOCATION 21. STATE OF DUTY 22. COUNTRY OF DUTY 23. ALTERNATIVE E-MAIL ADDRESS LOCATION LOCATION 24. SPONSORING OFFICE NAME 25. CONTRACT NUMBER 26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code) 27. SPONSORING OFFICE TELEPHONE NUMBER 28. SUPPLEMENTAL ADDRESS INFORMATION 29. OVERSEAS ASSIGNMENT (Country) 30. OVERSEAS ASSIGNMENT BEGIN DATE 31. OVERSEAS ASSIGNMENT END DATE (YYYYMMMDD) 32. TYPE OF CARD ISSUED 33. ELIG ST/EFF DATE 34. CARD EXPIRATION DATE 35. SUPPLEMENTAL ASSIGNMENT INFORMATION 36. REMARKS (Cite legal documentation, as applicable.) NOTARY SIGNATURE AND SEAL SECTION II EMPLOYEE DECLARATION AND REMARKS I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the authorizing/verifying official, the signature must be notarized.) 38. DATE SIGNED I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for Section III Authorized/Verified By and requires a CAC in the performance of their duties with the Uniformed Services. 39. TYPED NAME (Last, First, Middle) 40. UNIT/ORGANIZATION NAME 41. TITLE 42. PAY GRADE 43. DUTY PHONE NO. 44. UNIT/ORGANIZATION ADDRESS (Street, City, State, ZIP Code) 45. SIGNATURE 46. DATE VERIFIED (YYYYMMMDD) 47. TYPED NAME (Last, First, Middle) 48. PAY GRADE 49, UNIT/COMMAND NAME SECTION IN ISSUED BY 50. TITLE 51. UIC 52. DUTY PHONE NO. 53. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code) 54. SIGNATURE 55. DATE ISSUED

56. SIGNATURE

V RECEIPT RECEIPT OF NEW CARD IS ACKNOWLEDGED

57. DATE ISSUED

#### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0704-0415). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
RETURN COMPLETED FORM TO A REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM WORK STATION.

#### PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c)(1) and 1095(k)(2); 10 U.S.C. chapter 147; 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S): To apply for the Common Access Card and/or DEERS Enrollment; control access to and movement in or on DoD installations, buildings, or facilities; regulate access to DoD computer systems and networks; and verify eligibility, if authorized, for DoD benefits or privileges. To authenticate the identity of the authorizing/verifying official for security or auditing purposes.

ROUTINE USE(S): To Federal and State agencies and private entities, as necessary, on matters relating to utilization review, professional quality assurance, program integrity, civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a Common Access Card; non-enrollment in the Defense Enrollment Eligibility Reporting System (DEERS); refusal to grant access to DoD installations, buildings, facilities, computer systems and networks; and denial of DoD benefits and privileges if otherwise

[For contractor personnel who are not required to have a National Agency Check only: Failure to provide a social security number will not result in denial of the Card, enrollment in DEERS, access to facilities or networks, or if eligible for, receipt of DoD benefits and privileges (other than non-emergency health care services), provided alternative means of identification (original birth certificate, passport, etc.) are voluntarily furnished upon request. However, submission of alternative identification may cause substantial delays; and if not provided, may result in denial of the Card, non-enrollment, refusal of access, and denial of benefits and privileges.]

#### INSTRUCTIONS

Instructions for the DD Form 1172-2 can be found at: http://www.dmdc.osd.mil/smartcard/docs/1172-2\_Instructions.pdf ILS for persons who are issued ID cards.

### 1-11. CHANGES AND EXCEPTIONS

- a. Recommendations for changes to this regulation and requests for exceptions to policy will be sent through command channels to the Commander, 1st PERSCOM (AEUPE-PSSD-PSD), for approval. One-time requests for support not listed in this regulation will—
  - (1) State the logistic-support privileges desired.
  - (2) List the persons, including family members (dependents), for whom the support is requested.
  - (3) Include completed DD Form 1172 or AE Form 600-700B for persons wanting support.
  - (4) Include the date of arrival in Germany, the purpose of the visit or assignment, and the expected length of stay.
- b. The Commander, 1st PERSCOM, will send requests for exceptions to policy pertaining to customs and taxes to the OPM (NATO SOFA Office), Unit 29931, APO AE 09086-9931.

# 1-12. DEPENDENCY DETERMINATIONS FOR DOD CIVILIAN AND CONTRACTOR SPONSORS

#### a. General.

- (1) DOD civilian and contractor sponsors issued ID cards according to AR 600-8-14 or this regulation may request determinations of their family-member dependency status from their sponsoring agencies (b below) for the types of family members listed in AR 600-8-14, paragraphs 19.21, 19.22, and 19.24. Family members not listed in AR 600-8-14, paragraphs 19.21, 19.22, and 19.24, are ineligible for dependency status. Family members who do not meet the eligibility requirements for dependency status and family members who meet the relationship requirements but not the support requirements stated in paragraphs (3) and (4) below may be eligible for member-of-household status according to chapter 8 of this regulation.
- (2) Dependency implies an existing condition. Previous dependency or the possibility of future dependency does not determine current dependency.
- (3) The family member's (dependent's) monetary income from all sources other than the sponsor must be less than 50 percent of the family member's (dependent's) monthly expenses.
- (4) The sponsor must be responsible either by cash contribution or by value of services provided (such as room and board) for at least 50 percent of the family member's (dependent's) support.

### b. Procedures.

- (1) The civilian sponsor will submit a written request to the sponsoring agency for determination of family member dependency status. The request must be sworn to by both the sponsor and the family member and be notarized. Requests will include the documentation listed in AR 600-8-14, attachment 5, and—
  - (a) A statement as to whether or not the family member was claimed as an exemption on the sponsor's last income-tax return. The statement will provide the name of the internal revenue district to which the return was sent or the reason why the family member was not claimed.
  - (b) A statement as to whether or not the family member is living in the sponsor's household and, if so, for what periods.
  - (c) Statements and documents providing evidence of the family member's total monthly income and personal living expenses and the sponsor's total contributions toward the family member's total monthly personal living expenses when the family member is—
    - 1. A child over 21 years old and incapable of self-support because of a mental or physical incapacity that existed before age 21.
    - 2. A child under 21 years old who is illegitimate and whose paternity has not been judicially decreed.
    - 3. A parent.
    - An adoptive parent.
    - An adoptive parent-in-law.
    - 6. A stepparent.
    - 7. A stepparent-in-law.
- (2) Sponsoring agencies will determine eligible family members. Written approvals or disapprovals ((a) and (b) below) will be prepared and provided to sponsors. Questionable requests will be coordinated with the local staff judge advocate office. As a minimum—
  - (a) Approvals will include guidance on when and where to report for issue of the family member's (dependent's) ID card, advice on the documentation required by the ID card-issuing agency, a statement explaining the procedures for renewal or advising the sponsor and family member (dependent) that authorization cannot be renewed and why, and a statement informing the sponsor that he or she must immediately return the family member's (dependent's) ID card to the sponsoring agency if the family member's dependent status ends before the ID card expires.
  - (b) Disapprovals will include reasons why the family member is ineligible for dependent or member-of-household status and advice on alien registration, control rules, or the agency to contact for this information (for example, the embassy or consulate of the family member's home country).

- (3) ID card-issuing authorities will issue DD Form 1173 to family members with approved dependency determinations.
- c. Identity Document. Family members with approved dependency status will receive DD Form 1173.
- d. Expiration Date. The expiration date on ID cards issued to family members granted dependency status under this paragraph will be the sponsor's current tour-completion or contract-expiration date, or the date the family member's dependency ends, whichever is earliest.
- **e.** Authorized Support. Family members granted dependency status under this paragraph are authorized the same ILS as their sponsor.

### f. Special Instructions.

- (1) Sponsors will send requests for renewal of the family member's dependency status to the sponsoring agency 30 days before the expiration date on the family member's ID card. Requests will include a complete copy of the previous approval, a copy of the approved extension of the sponsor's tour-completion or contract-expiration date, and documented evidence of continued support.
- (2) Requests for renewal of dependency status for some family members cannot be granted. Examples of family members for whom requests cannot be granted include children who—
  - (a) Marry, regardless of their age.
  - (b) Turn 21 years old and are not enrolled full-time in an institution of higher learning or mentally or physically incapacitated. Children of APF and NAF civilian employees who traveled to the European theater as family members (dependents) at Government expense and became 21 years old during the sponsor's overseas tour may qualify for member-of-household status according to paragraph 8-1.
  - (c) Turn 23 years old and were not mentally or physically incapacitated before age 21.
- (3) Temporary ID cards will not be issued pending approval of the sponsor's tour-completion or contract-expiration date, request for dependency determination, or renewal of the dependent status.

### 1-13. DEPENDENCY DETERMINATIONS FOR SOLDIERS

Soldiers will send requests for determination of their family members' dependency status to the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) (Director of Military Personnel, Special Assistance Division, Dependency/ Garnishment), 8899 East 56th Street, Indianapolis, IN 46249-0855, following the procedures in AR 600-8-14, paragraphs 19.21, 19.22, and 19.24. Family members who do not meet the eligibility requirements for dependency status according to DFAS-IN may be eligible for member-of-household status according to chapter 8 of this regulation.

### 1-14. LEAVE WITHOUT PAY (LWOP)

Enter additional AE Form 600-700A information when appropriate (for example, lost or stolen AE Form 600-700A, legal documentation presented as proof of relationship).

### CHAPTER 3 ILS FOR U.S. ACTIVE DUTY MILITARY AND CIVILIAN PERSONNEL

SECTION I GENERAL

### 3-1. APPLICABILITY AND IDENTITY DOCUMENTS

Table 3-1 shows applicability and identity documents.

Applicability	Document			
U.S. military personnel on AD when assigned to or on TDY in the Army in Europe.	CAC			
U.S. Army National Guard and Reserve personnel on AD training in the Army in Europe for more than 30 days.	CAC			
Persons attending a U.S. military academy and assigned to duty in the Army in Europe.	CAC			
Family members of U.S. military personnel on AD when assigned to or on TDY in the Army in Europe.	DD Form 1173			
APF and NAF civilian employees working full time in the Army in Europe and their family members when residing in the same household. This category includes those employees who are on TDY in the Army in Europe for 30 days or more. This also includes seasonal employees at the AFRC for the actual period of their employment.	CAC for employees  DD Form 1173 overstamped "OVERSEAS ONLY" for family members			
with U.S. military organizations.	CAC for employees			
For periods less than 30 days or with PCS orders to or from the Army in Europe.	Passport and DD Form 1610 or PCS orders			
N employees and foreign military personnel who require a CAC for computer use associated with their DOD employment or affiliation.	CAC			

### 3-2. APPLICATIONS AND APPLICATION FORMS

- a. Sponsoring agencies will prepare applications using the following forms:
  - (1) DD Form 1172, for issue of DD Form 1173, DD Form 2764, and DD Form 2765.
  - (2) DD Form 1172-2, for issue of a CAC.
  - (3) AE Form 600-700B, for issue of AE Form 600-700A.
- b. ID card-issuing authorities will issue the following forms as prescribed by the directive or regulation indicated:
  - (1) CAC (DOD CAC Policy).
  - (2) DD Form 1173, DD Form 2764, or DD Form 2765 (AR 600-8-14).
  - (3) AE Form 600-700A (this reg, chap 2).

### 3-3. AUTHORIZED SUPPORT

Persons specified in table 3-1 are authorized the full range of ILS according to AR 600-8-14 as defined in the glossary of this regulation. Family members of U.S. military personnel and civilian employees and family members are also authorized SOFA ID Certificates. Military personnel are not authorized SOFA ID Certificates.

### 3-4. SPECIAL INSTRUCTIONS

- a. Requests for approval of ILS for family members of Soldiers or DOD civilian personnel on temporary duty (TDY) in the Army in Europe will be sent to the Commander, 1st PERSCOM (AEUPE-PSSD-PSD-PSB), Unit 29058, APO AE 09081-9058. Requests will include justification for family members residing in the Army in Europe.
- b. DD Form 1173 will not be issued to anyone under 10 years old unless circumstances require that the card be issued. AR 600-8-14, paragraph 4.4 and table 4.3 should be consulted for circumstances where children under 10 years old may be authorized an ID card.

### SECTION II TYPES OF ID CARDS

### 3-5. APPLICABILITY

This section applies to personnel authorized an Armed Forces of the United States or a United States DOD/Uniform Services Identification Card.

- a. United States DOD/Uniformed Services Geneva Conventions Identification Card (CAC GC). The CAC GC will be issued to the following individuals:
  - (1) All AD military personnel.
  - (2) Emergency essential (EE) civilian employees as defined by DOD Directive 1404.10.

- (1) Prepare and verify DD Form 1172-2.
- (2) Keep up-to-date records of employees authorized ID cards.
- (3) Comply with the turn-in procedures outlined in paragraph 1-6.
- b. ID card-issuing authorities will issue CACs to contractor personnel and DD Form 1173 overstamped with "OVERSEAS ONLY" to authorized family members of contractor personnel.

### 7-12. AUTHORIZED SUPPORT

Persons specified in paragraph 7-9 are authorized the full range of ILS according to AR 600-8-14 and as defined in the glossary of this regulation. DODDS services are authorized on a space-available, tuition-payable basis only (DOD Dir 1342.13).

### CHAPTER 8 ILS FOR MEMBERS OF HOUSEHOLD

### 8-1. APPLICABILITY AND EXPIRATION

- a. This chapter applies only in Germany to-
  - (1) Children of AD Soldiers and DOD civilian employees who travel to Germany at Government expense as family members (dependents) and who reach 21 years of age during the sponsor's overseas tour. Member-of-household status for these family members expires on the earlier of the following:
    - (a) The sponsor's DEROS for Soldiers, the tour completion date for continental United States (CONUS)-hire civilians, or the appointment expiration date for local-hire civilians in effect on the child's 21st birthday.
    - (b) The child's 23d birthday.
  - (2) Illegitimate children born in Germany to children of AD Soldiers and DOD civilian employees. Member-of-household status for these family members expires on the sponsor's DEROS for Soldiers, the tour-completion date for CONUS-hire civilians, or the appointment-expiration date for local-hire civilians effective on the child's birth date.
  - (3) Close relatives of AD Soldiers and DOD civilian employees who do not qualify for family member (dependent) status under AR 600-8-14 but who are dependent on and supported by the sponsor because of financial or health reasons.
  - (4) Close relatives are defined as U.S. citizens, lawful permanent residents of the United States, EU member-country citizens, or nationals who have one of the following relationships to the sponsor:
    - (a) Child.
    - (b) Grandchild.

- (c) Parent or stepparent.
- (d) Grandparent.
- (e) Brother, sister, stepbrother, stepsister.
- (f) Nephew or niece.

NOTE: The above definitions of close relatives are limited in scope to correlate with U.S. Citizenship and Immigration Services standards for immigration into the United States, or legal residency in an EU member country. This precludes situations where the sponsors leave Germany, but their relatives must remain behind because they are not eligible to emigrate to the United States. If the relatives are not eligible for residency in an EU member country by virtue of citizenship, they may be unlawful residents of Germany when their sponsors depart Germany. EU member countries are Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Slovakia, Slovakia, Spain, Sweden, and the United Kingdom.

b. Member-of-household status expires on the sponsor's DEROS for Soldiers, tour-completion date for CONUS-hire civilians, appointment-expiration date for local-hire civilians, or as specified in a(1) and (2) above.

# 8-2. SPECIAL INSTRUCTIONS FOR QUALIFICATION AS MEMBER OF HOUSEHOLD For a close relative to be eligible for member-of-household status, the relative must—

- a. Permanently reside with the sponsor and expect to reside with the sponsor after completion of the sponsor's overseas tour.
- b. Be dependent on and supported by the sponsor because of financial or health reasons.

### 8-3. IDENTITY DOCUMENTS

ID card-issuing authorities will issue AE Form 600-700A to persons who have approved member-of-household status.

#### 8-4. PROCEDURES

- a. Sponsors will submit written requests to sponsoring agencies to establish member-of-household status for close relatives specified in paragraphs 8-1a. Requests must include—
  - (1) A sworn affidavit from both the sponsor and the close relative that includes—
    - (a) A statement of the close relative's age, the relationship to the sponsor, and the eligibility category in which the relationship falls.
    - (b) A statement certifying that the close relative permanently resides with the sponsor and that the relative's residency is expected to continue after completion of

the sponsor's overseas tour.

- (c) A statement that the close relative is dependent on and supported by the sponsor because of financial or health reasons.
- (2) A birth certificate or other appropriate documentation establishing the close relative's relationship to the sponsor (for example, the sponsor or spouse's birth certificate and marriage certificate).
- (3) The sponsor's and the close relative's proof of citizenship status.
- (4) Documentation to show that the close relative is dependent on and supported by the sponsor because of financial or health reasons. This should include—
  - (a) An explanation of how the close relative is financially dependent on and supported by the sponsor. Documentation should include a list of any income the close relative receives or earns and a detailed list of the financial support provided by the sponsor. The documentation must support the statement that the close relative is financially dependent on and supported by the sponsor.
  - (b) A statement from a physician attesting to the close relative's poor health, weakness associated with advanced age, or physical or mental disability if the relative is dependent on the sponsor for health reasons.
- b. For renewals of member-of-household status, the sponsor will submit the request and the following supporting documentation to the servicing PSB (for Soldiers) or sponsoring agency (for civilians):
  - (1) A complete copy of the previous member-of-household approval packet.
  - (2) The documentation listed in subparagraph a above.
  - (3) A copy of the approved extension of the sponsor's tour-completion date (or other appropriate documentation).

NOTE: The expiration date on the new ID card will be as specified in paragraph 8-1b.

- c. The servicing PSB or sponsoring agency will-
  - (1) Review the request and documentation.
  - (2) Determine if the close relative is eligible for member-of-household status. Questionable requests will be coordinated with the Commander, 1st PERSCOM (AEUPE-PSSD-PSD-PSB).
  - (3) Prepare and give to sponsors written approvals or disapprovals in accordance with (a) and (b) below.

NOTE: Authority to approve requests submitted by Soldiers of any unit or organizational element of 1st PERSCOM is restricted to the Commander, 1st PERSCOM. Requests for approval of these cases must be forwarded, with PSB commander endorsement, to the Commander, 1st PERSCOM (AEUPE-

PSSD-PSD). Only cases that are considered fully consistent with the specific criteria and requirements established in this regulation will be forwarded. PSB commanders will disapprove all other requests.

- (a) As a minimum, approvals will include guidance on when and where to report to obtain the close relative's ID card, advice on documentation required by the ID cardissuing agency, procedures for renewal or a statement telling the sponsor and the relative that the authorization cannot be renewed, and a statement informing the sponsor of the requirement to return the ID card to the sponsoring agency immediately if the relative's member-of-household status ends before the ID card expires.
- (b) As a minimum, disapprovals will include the reasons why the close relative is not eligible for member-of-household status and advice on alien registration and control rules, or the name of the office or agency to contact for this information (for example, the embassy or consulate of the relative's home country).
- (4) Prepare and verify AE Form 600-700B for approved requests and file a copy in the sponsor's official personnel folder. The expiration date will be specified. Support will be as specified in paragraph 8-5.
- d. ID card-issuing authorities will-
  - (1) Review the documentation required to establish the close relative's eligibility (a and b above).
  - (2) Verify AE Form 600-700B for eligible close relatives and file the form.
  - (3) Issue AE Form 600-700B to eligible close relatives with the appropriate expiration date. The AE Form 600-700A issued must indicate the country-of-use limitations of "GERMANY" in block 15.

### 8-5. AUTHORIZED SUPPORT

- a. Family members with approved member-of-household status are authorized the same ILS as their sponsors, except for—
  - (1) Legal assistance (AR 27-3).
  - (2) Medical and dental services (AR 40-3 and AR 40-330). Family members specified in paragraph 8-1a may receive medical and dental care as an exception to policy on a fully reimbursable basis. Family members designated as members of household may submit requests for exception to policy to the Commander, United States Army Europe Regional Medical Command (MCEU-PAD), CMR 442, APO AE 09042-0130. Requests must include a complete copy of the approved request to establish member-of-household status or the approved request to renew member-of-household status. Additionally, AD Soldier sponsors of illegitimate grandchildren may apply to the local medical treatment facility (MTF) for secretarial-designee status in accordance with AR 600-8-14, paragraph 4.13.2. Approval of this status entitles the illegitimate grandchildren to medical care at the local MTF.

- b. Sponsors are not authorized additional living space or housing allowance for approved members of household.
- c. Members of household are authorized space-available travel when the sponsor leaves the European theater on PCS.

# CHAPTER 9 ILS FOR AMERICAN RED CROSS PERSONNEL

### 9-1. APPLICABILITY

This chapter applies to—

- a. Employees of the American Red Cross who exclusively serve the American Red Cross and who are not—
  - (1) Stateless persons.
  - (2) Nationals of a non-NATO country.
  - (3) Host-nation citizens or ordinarily resident in the host nation.
- b. Family members accompanying the persons specified in subparagraph a above.

### 9-2. IDENTITY DOCUMENTS

ID card-issuing authorities will issue DD Form 1173, DD Form 2764, or DD Form 2765, as appropriate, to the persons specified in paragraph 9-1.

### 9-3. PROCEDURES

- a. Sponsoring agencies must-
  - (1) Prepare and verify DD Form 1172.
  - (2) Comply with the turn-in procedures outlined in paragraph 1-6.
- b. ID card-issuing authorities will-
  - (1) Issue DD Form 2764 and DD Form 2765 to sponsors according to AR 600-8-14 and chapter 3 of this regulation.
  - (2) Issue DD Form 1173 to family members according to AR 600-8-14 and chapter 3 of this regulation.

### 9-4. AUTHORIZED SUPPORT